



Senior Personnel Specialist Promotional Examination

CALIFORNIA STATE GOVERNMENT –AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE,
COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL
BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE.
THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENT: Department of Technology Services (DTS)

POSITION TITLE/LEVEL: Senior Personnel Specialist

SALARY: \$ 3,538 - \$ 4,300

FINAL FILE DATE: June 18, 2007
Applications (STD 678) must be Postmarked no later than the filing date.

SUBMIT APPLICATIONS TO: Department of Technology Services
Human Resources Branch, Examination Unit
Attention: Ann Huckleberry
P.O. Box 1810
Rancho Cordova, CA 95741

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

DUTIES/RESPONSIBILITIES:

This is the expert journey level of the series. Under general direction, incumbents serve as expert staff resource for the Human Resources Branch. Incumbents are responsible for the most difficult and complex personnel/payroll issues. As a "staff specialist", researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; serves as coordinator for a variety of personnel/payroll programs, and may act in a lead role (i.e., training, assigning workload, etc..) over lower-level staff.

WHO MAY APPLY:

Competition is limited to State Employees

Applicants must have a permanent civil service appointment with the Department of Technology Services as of the final filing date in order to take this examination.

ELIGIBLE LIST INFORMATION:

A departmental promotional list will be established for the Department of Technology Services. The list may be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Candidates may test only once in a 12 month period.

MINIMUM QUALIFICATIONS:

Pattern I

One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist I.

EXAMINATION INFORMATION:

This examination may consist of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is EXTREMELY IMPORTANT that each applicant take special care to accurately and thoroughly complete his/her Examination Application (STD 678). List all experience relevant to the "Minimum Qualifications" as listed above even if that experience goes beyond the seven-year period stated on the application form.

Education and experience will be weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

SCOPE:

A. Knowledge of:

1. Current office methods, procedures, equipment, and basic math principles.
2. Department of Personnel Administration (DPA), State Controller's Office (SCO) and State Personnel Board (SPB) laws and rules and bargaining unit contracts, and salary determinations.
3. Interpretation of certification lists, contact eligibles, and clear State Restriction On Appointment (SROA) and/or re-employment.
4. Benefit administration manuals and the rules and regulations established by the controlling agencies: DPA, SCO, and Public Employee Retirement Systems (PERS).
5. Rules and regulations established by State Compensation Insurance Fund (SCIF).
6. Researching complex worker compensation claims and coordinates with assigned representative from SCIF, department manager and employee.
7. Processing disability transactions such as Temporary Disability/Industrial Disability Leave (TD/IDL) on-line and/or submit to the SCO.
8. Decision making and problem solving methods and tools.
9. Generating queries on PeopleSoft and reports on Human Resource Input System (HRIS).

B. Ability to:

1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions.
2. Independently interpret and use reference material.
3. Give and follow directions.
4. Gather data, design and prepare tables, spreadsheets, and charts.
5. Advise employees of their rights.
6. Consult with supervisors on alternative actions which they may take on various transactions situations.
7. Communicate effectively.
8. Establish and maintain cooperative working relations with those contacted during the course of the work.
9. Organize and prioritize work.
10. Create/draft correspondence.
11. Maintain personnel records.
12. Operate a computer keyboard/terminal.
13. Represent the department on intra/interdepartmental teams.
14. Coordinate a variety of personnel/payroll transactions.
15. Research critical transactions and recommend alternative solutions.

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Department of Technology Services, Examination Unit at (916) 464-1039 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board or download an application at www.spb.ca.gov.

If you meet the requirements on page 2 of this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on previous pages of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Technology Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible List: Eligible lists established by competitive examination, regardless of date, must be used in the following order:

1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay (telephone) Service for the Deaf or Hearing impaired:
From TDD phones: 1-800-735-2929 From voice phones: 1-800-735-2922